

BROOKHAVEN NATIONAL LABORATORY

SBMS Interim Procedure

Interim Procedure Number: 2004-18001-007 Revision: 0

Title: 18001 Responsibilities and R2A2s

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Management System: Worker Safety and Health

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Applicability: Plant Engineering Division, Central Shops Division, Collider-Accelerator Department and ESHQ Directorate

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1. Purpose

- 1.1. To define roles, responsibilities, accountability and authorities of those involved in the OSH management system, (i.e., any personnel who manage, perform or verify activities that have an effect on the OSH risks of the organization's activities, facilities and processes).

2. Definitions

- 2.1. Role - Roles are broad "umbrella" terms that define the function that an individual performs within the organization. For examples of roles that require updates for OSH R2A2s, see Attachment 1.
- 2.2. Responsibility – Responsibility is the area in which a person is expected to act on his or her own accord. Responsibility is the obligation that a subordinate has to his or her superiors to perform the duties of their job. If an individual causes something to occur, then he or she is responsible for the result.

- 2.3. Accountability – Accountability means the final responsibility for the authority that has been delegated to immediate subordinates. This means that if a person delegates authority for a certain task, then he or she is still accountable to see the task is accomplished, although the responsibility for the task has been transferred.
- 2.4. Authority – Authority is the power to take actions and make decisions. Management authority is a form of influence and implies a right to take actions, to direct and coordinate the actions of others.

3. Responsibilities

- 3.1. The OSH Management System Representatives are responsible to ensure their respective organization support an effective OSH management structure including defining, documenting and communicating relevant OSH R2A2s.

4. Scope

- 4.1. OSH related R2A2s apply from top management down to all employees.

5. Procedure

- 5.1. For new employees, follow the SBMS [Subject Area for R2A2s](#) and add the OSH R2A2s if the new employee has a specific role identified in Attachment 1.
- 5.2. For employees with existing R2A2s, either the employee or the supervisor may update the existing R2A2.
- 5.3. Before adding OSH responsibility information to an existing R2A2 for a specific role, refer to Attachment 1.
- 5.4. Enter the OSH responsibilities listed in Attachment 1 for each role in the employee's existing R2A2 form.
- 5.5. Notify the employee about the updates to his or her R2A2.

Attachment 1, OSH Responsibility Additions to R2A2s

Role	OSH Responsibility Additions to an Individual's R2A2
<u>Building Manager</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
<u>Experimental Review Coordinator</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
<u>ES&H Coordinator</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
<u>Lessons Learned Coordinator</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
<u>Local Emergency Coordinator</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
OSH Management Representative	<ul style="list-style-type: none"> Develop, implement, periodically review and evaluate the occupational safety and health management system for your organization Identify and track OSH management system resource requirements Identify safety hazards, controls and risks Identify legal and other requirements Establish OSH objectives and targets Periodically review OSH-related R2A2s to ensure they are up to date Periodically report to senior management on the performance of the occupational safety and health management system
<u>Quality Representative</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
<u>Records Representative</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
<u>Training Coordinator</u>	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management

	system
Transportation Safety Point of Contact	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
Work Control Coordinator	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
Work Control Manager	<ul style="list-style-type: none"> Assist in the development, implementation, periodic review and/or evaluation of the occupational safety and health management system
Scientific Researcher	<ul style="list-style-type: none"> Prevent work-related injuries, ill health and incidents Comply with BNL's occupational safety and health requirements Provide input on safety and health to your supervisor and your organization's management
Staff	<ul style="list-style-type: none"> Prevent work-related injuries, ill health and incidents Comply with BNL's occupational safety and health requirements Provide input on safety and health to the Worker Occupational Safety and Health Committee, your supervisor and your organization's management
Manager	<ul style="list-style-type: none"> Protect workers' safety and health, and provide leadership for occupational safety and health activities in the organization Ensure all employees have the time and resources to participate in the processes of organizing, planning, implementing, evaluating and improving the occupational safety and health management system Demonstrate your commitment to continuous improvement of OSH performance; e.g., by helping to set OSH objectives and targets Ensure an OSH Management Representative is appointed
Supervisor	<ul style="list-style-type: none"> Provide effective supervision, as necessary, to ensure the protection of workers' safety and health Ensure workers are consulted on, participate in, informed of and trained on all aspects of occupational safety and health associated with their work
Worker Occupational Safety and Health (WOSH) Committee	<ul style="list-style-type: none"> Encourage, initiate and periodically monitor improvements in OSH within your organization Meet at a minimum of once per quarter with other members of your organization's WOSH Committee Serve as a communications mechanism to and from the groups of workers that you represent and your organization's management